

## **Email Subscription Service**

### **Sign up for the Listserv to receive updates about Child Welfare licensing issues**

To receive electronic notice when the Child Welfare Licensing Section (CWLS) memos and other Department memos that have been posted on the Department of Children and Families (DCF) website you will need to do the following:

1. Go to <http://dcf.wisconsin.gov/memos/signup.htm>
2. Fill out the electronic sign-up form.
3. Select the memo list for which you would like notification.  
To receive CWLS memo notification, you will need to select 'Child Welfare Licensing Memos and Child Welfare Policy Memos'.
4. Select 'Submit this Request' button.

You should receive a 'welcome' email for the memo list(s) you select within 24 hours of submitting your request. If you do not get a welcome email, try signing up again. Once you have successfully signed up for the listserv, you will begin receiving emails notifying you to check the DCF website when a new memo is posted.

To access previously issued DCFS memos from Child Welfare Licensing, go to:  
<http://dcf.wisconsin.gov/memos>

If you have any question, please contact your Child Welfare Licensing Specialist.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact the Division of Safety and Permanence at (608) 266-8787. For civil rights questions call (608) 422-6889 or (866) 864-4585 TTY (Toll Free).